

General Plan Amendment			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$4,230
ENVIRONMENTAL			\$5,360
PDS REVIEW TEAMS			\$1,125
STORMWATER			
DEH	SEPTIC/WELL		
	SEWER		
PDS TRAILS REVIEW		\$510	
VIOLATION FEE (<i>not included in total</i>)		None	
INITIAL DEPOSIT & FEE TOTAL			
\$11,225			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- GPA Report
- Initial Consultation or Major Pre-Application Meeting Scoping Letter from PDS signed by the Financially Responsible Party
- [126 Acknowledgement of Filing Fees and Deposits](#) (see Note #1)
- [299 Supplemental Public Notice Certification](#)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel](#) (and any deeds)
- [367 Application for an Environmental Initial Study \(AEIS\)](#)
- [399F Fire Availability](#)
- [399S Sewer Availability](#)
- [399SC School Availability](#)
- [399W Water Availability](#)
- [514 Public Notice Certification](#)
- [524 Vicinity Map/ Project Summary](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- GPA Report: **Two (2) hard copies.**
- Public Notice Package (see PDS-516 for Specific Requirements).
- [346 Discretionary Permit Application](#): **One (1) hard copy.**
- [524 Vicinity Map/ Project Summary](#): **One (1) hard copy.**

PART C:

All items below are informational only and not to be submitted.

- [209 Defense and Indemnification Agreement FAQs](#)

<u>259</u>	<u>General Plan Amendment Request Procedure</u>
<u>298</u>	<u>Supplemental Public Notice Procedure</u>
<u>515</u>	<u>Public Notice Procedure</u>
<u>516</u>	<u>Public Notice Applicant's Guide</u>
<u>906</u>	<u>Signature Requirements</u>
	<u>Policy I-49: Distribution of Notification of Land Use Hearings</u>

Submittal Appointments are no longer required.
Check-in at the main PDS counter no later than 3:30 p.m.
Submittal package MUST BE complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcountry.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Numbering GPA's: DO NOT USE the first four GPA's for the year (GPA 15-001, 002, 003, 004). These will be used as "batching" numbers during the year and will be assigned when necessary by a planner. The first individual (over the Counter) GPA for 2015 will be GPA 15-005.
5. **A Major Pre-Application Meeting is MANDATORY prior to the submittal of this application.**
6. At INTAKE: One (1) hard copy of the Initial Consultation or Major Pre-Application letter from PDS signed by the Financially Responsible Party or; One (1) hard copy of the form waiving the Major Pre-Application Meeting MUST be submitted by the applicant. Techs: Check Accela to be sure the applicant has completed a Major Pre-Application Meeting. If not, we cannot accept the submittal.
7. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
8. Use the same PROJECT # (not case #) as the Major Pre-Application when entering this application into ACCELA.
9. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.